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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 16 NOVEMBER 1983

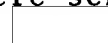
I. Progress Report on Tasks Assigned by the DCI/DDCI:

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No items this reporting period. 

II. Items/Events of Major Interest:

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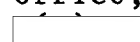
a. Combined Federal Campaign: All Combined Federal Campaign pledge cards were returned by employees of the Logistics Services Division (LSD), OL, and were sent to the OL keyperson two days prior to the cutoff date. 

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b. Motor Pool Computerized Vehicle Dispatch System: On Monday, 14 November 1983, the computerized vehicle dispatch system went on line at the Motor Pool, completing the implementation of a more effective vehicle dispatch plan. 


c. Drawings: Drawings for the renovation of Room 7D19, Headquarters Building, Administrative Office, DCI, were completed and issued to the Space Maintenance and Facilities Branch (SM&FB), LSD/OL.

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Drawings for Rooms 3E36 and 3E40, Headquarters Building, for the New Building Planning Office, were completed and issued to SM&FB on 7 November 1983. 

d. Welcome: SM&FB welcomed Ms. Charlotte Wolfort and Ms. Barbara Shannon to the branch effective 14 November 1983.
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e. Painting of First Floor Corridors: The GSA painting contractor was not allowed to start painting of the first floor corridors at Headquarters Building because the cost of the change order to include the painting of the ceilings was too high. GSA is attempting to rectify the situation by additional negotiations with the contractor or by a new contract with a different vendor for the ceilings only. 

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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25X1 f. Renovation: Minor renovation of Rooms 6D18/39, Headquarters Building, for the Near East and South Asia Division, DO, has been completed by the Carpenter, Electrical, and Paint Shops. []

25X1 g. TDY: Two employees of the Motor Pool Branch, LSD/OL, departed on 16 November 1983 on TDY to South America for the purpose of armoring vehicles. []

25X1 h. Transportation: Limousine service was provided to the European Division on 10 November 1983 and to the Latin America Division from 12 to 16 November 1983. []

25X1 i. Delivery of Safes: On 8 November 1983 27 safes were delivered to Stafford Building. []

25X1 j. Destruction of Tapes: On 14 November 1983 approximately 1,500 tapes from the Office of Data Processing were delivered to Sparrows Point for destruction. []

25X1 III. Significant Events Anticipated During the Coming Week:

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25X1 b. Relocation of Conserv-a-Files: A contractor is scheduled to disassemble and reassemble sliding conserv-a-files which are being relocated from Ames Building []
25X1 [] on 25 November and from Headquarters Building to
25X1 [] on 2 December for the Office of Personnel.

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Chief
Logistics Services Division

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